

Specific Use Permit (SUP) Request Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.

- ☐ Legal description (metes and bounds) of the area within the SUP request, whether it is the entire property, located in a multi-tenant building or will occupy a portion of the property. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as "Exhibit A: SUP# _____", signed & sealed by a surveyor.
- ☐ The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on peel-off labels along with the postage calculation worksheet.
- ☐ Traffic Impact Analysis may be required (see TIA criteria in Comprehensive Zoning Ordinance).
- ☐ The metes and bounds description and all exhibits shall be provided on a CD in Word or PDF format.
- ☐ A meeting with the Homeowners' Association and the project Planner is required prior to scheduling the meeting for Planning & Zoning Commission. Submit the date and time of the proposed meeting to schedule with assigned Planner.

Exhibit A

- ☐ Title block located in lower right corner (titled as "Exhibit A: SUP# _____") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used
- ☐ Property boundary and dimensions
- ☐ Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning
- ☐ Existing and requested zoning boundary lines
- ☐ Total gross and net acreage of existing and requested zoning
- ☐ Location of existing rights-of-way and easements (utility, floodway and drainage, access, etc...)
- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- ☐ Distances to nearest cross streets
- ☐ Topography at two (2) foot contours or less
- ☐ Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property

Exhibit B

- ☐ Title block located in lower right hand corner (title as "Exhibit B: SUP# _____") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ See the Preliminary Site Plan Check List for Exhibit B requirements

Preparer's Signature _____